

COMMISSION ON TEACHER CREDENTIALING

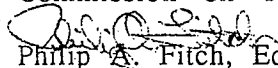
1812 Ninth Street
Sacramento, California 95814-7000
(916) 445-0184



OFFICE OF THE EXECUTIVE SECRETARY

DATE: March 2, 1992

92-9202

TO: All Individuals and Groups Interested in the Activities of the
Commission on Teacher CredentialingFROM:  Philip A. Fitch, Ed.D., Executive SecretarySUBJECT: Update of the *Administrator's Assignment Manual*

We are pleased to announce that the annual update of the *Administrator's Assignment Manual* is now available. The *Manual* was originally published in March of 1988 and the completely revised edition was completed last September. Some of the changes you will find in this Update were brought about by the passage of SB 215 (Craven), while others are suggestions from employers and Commission staff. We are also including an Index for the Education Code and Title 5 Sections that appear throughout the *Manual*, plus a General Index to help you find topics more easily.

The *Manual* is designed to be used by school site administrators who are responsible for assigning teachers and other certificated employees to specific positions, and by personnel officers and credential technicians. It is also intended for use by students enrolled in a Commission-approved Administrative Services Credential program.

A copy of the Update has been mailed to those individuals who received the revised *Manual* in September free of charge, i.e., county and school district superintendents, personnel directors at county offices of education, credential analysts at county office and institutions of higher education, deans and directors of education at California colleges and universities, and directors of Administrative Services Credential programs at California colleges and universities.

You may order copies of the Update from this office at the cost of two dollars (\$2) each by completing the attached form. You may also order copies of the entire *Manual* (which will include this first Update) from this office at the cost of five dollars (\$5) each by using the attached form.

Again we ask you to share the *Manual* with the people in your office or agency who need the information, including district personnel directors and credential analysts, school site administrators, and professors in the Administrative Services Credential programs. Feel free to duplicate the *Manual* and the Update as needed.

If you have any questions, please contact our Information Services Office at (916) 445-7254 between 12:30 and 4:30 on weekday afternoons.

COMMISSION ON TEACHER CREDENTIALING

Box 944270

Sacramento, California 94244-2700

(916) 445-7254



LICENSING AND PROFESSIONAL DEVELOPMENT DIVISION

ADMINISTRATOR'S ASSIGNMENT MANUAL ORDER FORM

In April of 1988, the Commission published a new document called the *Administrator's Assignment Manual* to meet the requirements of Education Code §44258.9(g)(1). The *Manual* was completely revised in September of 1991 and the first Update was printed in March of 1992.

The *Manual* is designed to be used by school site administrators who are responsible for assigning teachers and other certificated employees to specific positions and by personnel officers and credential technicians. It is also intended for use by students enrolled in Commission-approved Administrative Services Credential programs. The main body of the *Manual* is organized according to the type of position that an employer needs to fill. Each section explains which credentials authorize service for that position and gives assignment alternatives in case it is not possible to find someone who holds one of the listed credentials.

Please use this form to order copies of the *Manual* as well as the Update. You may also duplicate the *Manual* and the Update as needed.

If you have any questions, contact our Information Services Office at (916) 445-7254 between 12:30 and 4:30 on weekday afternoons.

☐ Please send me _____ copies of the *Administrator's Assignment Manual* at a cost of \$5.00 each. Mail the *Manuals* to the address below.

☐ Please send me _____ copies of the *Update* at a cost of \$2.00 each. Mail the *Updates* to the address below.

A check or money order (no purchase orders, please) for \$_____ is attached.

Name of Agency: _____

Street Address: _____

Attention: _____

Telephone Number: _____